



CLASSIFICATION NO. 04T
Established: 7/20
FLSA: Non-Exempt
EEO: 6

LIBRARY AIDE (Temporary/On-Call)

CLASS CHARACTERISTICS

Under supervision, to sort, move/shelve, and organize library books and materials; to assist in keeping library shelves, facilities and/or equipment clean and orderly; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Business and Community Services (BCS) is responsible for Public Library Services which provides informational, recreational, community, and cultural services to the public. BCS is also responsible for the LINCC Library Services (Library Network) office, which offers a variety of centralized services and support to the independent, autonomous member libraries of the LINCC (Libraries in Clackamas County) cooperative.

Positions within the Library Aide are temporary status and may be on-call. Work is performed within a public library or at the centralized library materials handling facility. Within a public library, tasks focus on the checking in, sorting and shelving of materials. Within the materials handling facility, tasks focus on the scanning in, packing, and loading and unloading of materials.

The Library Aide differs from Library Assistant which performs a variety of routine library support and circulation duties with a primary focus on direct patron service.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Sorts, stages, organizes, moves, and shelves or packs library books and materials quickly and accurately; manually arranges materials according to prescribed shelving, filing or organizational system; within public library, checks items into library workflow software; within materials handling facility, scans items into automated materials handling (AMH) system.
2. Monitors condition and appearance of materials; identifies excessive wear or other damage; performs minor repair and/or routes for maintenance and repair.
3. Assists in keeping library shelves, facilities and/or equipment clean and orderly; picks up and returns materials to appropriate locations.

Within Public Library Services, duties may also include:

4. Opens library and launches library software; runs basic reports to retrieve workflow assignments.
5. Performs shelf reading, and shifting and straightening of materials on shelves to ensure correct location/order of materials and attractive appearance of the collection.
6. Searches, locates and retrieves materials placed on hold and as requested for patrons or other libraries; locates items that have been misfiled or misplaced.
7. Provides directional assistance to library patrons; provides referral to appropriate staff.

Within LINCC Library Services (Library Network), duties may also include:

8. Loads and unloads packed library materials into and out of delivery trucks via ramp or lift gate.
9. Performs basic preventive maintenance on AMH system, including vacuuming, wiping down and visual inspection.

REQUIRED KNOWLEDGE AND SKILLS

Some knowledge of: English usage, composition and spelling; basic recordkeeping principles and practices; basic alphabetical and numeric filing systems; basic computer operation; office equipment and machinery and their intended use.

Skill to: Effectively and accurately perform duties that require attention to detail; learn and utilize library classification system, integrated library computer system, or other related software to perform duties; communicate effectively, both orally and in writing; establish and maintain effective working relationships with other employees, volunteers, the general public, and staff of other libraries; comply with workplace safety rules, laws, regulations, standards and practices; observe on-call policy and demonstrate reliable work schedules.

Within Public Library Services: perform accurate alpha/numeric filing; learn and apply library policies and procedures; interact tactfully and courteously, and provide quality customer service to patrons with a wide variety of age groups, ethnic backgrounds, and personalities.

WORKING CONDITIONS

Within BCS Department, Public Library Services, duties require continuous walking/moving, standing for extended periods, frequent squatting, kneeling, bending, twisting, reaching forward and overhead, fine motor control, and the ability to lift 35 pounds, lift and carry 20 pounds, overhead reach 5 pounds, and push/pull 20 pounds. Duties also involve exposure to dust and odors/fumes including strong perfumes.

Within BCS Department, LINCC Library Services (Library Network), duties require frequent to continuous standing, walking and sitting for long durations, bending, balance, reaching forward, grasping, and climbing up and down, and the ability to lift and carry up to 40 pounds, push 75 pounds, and pull 90 pounds. Duties also involve frequent exposure to slippery surfaces.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Positions within Business and Community Services Department must successfully pass a criminal history check, which may include national or state fingerprint records check.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with state and federal legislation.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 1/21